

Clark County Clean Water Commission

Bylaws

Section 1. Name. The official name shall be "The Clark County Clean Water Commission."

Section 2. Mission. The nine (9) member Clark County Clean Water Commission serves as an advisory body to the Clark County Board of Commissioners (Board) to provide advice and recommendations to the Board on Clean Water related issues. The Commission shall:

- represent a balanced interest in storm and surface water treatment and regulation;
- make recommendations to the board of county commissioners on such matters as the focus of the *Stormwater Management Program*, program service levels, financing (provide oversight of the program budget and activities), and policies on surface and stormwater issues;
- report to the board (reporting will be done by the Chair and Vice Chair of the Commission) its recommendation for creating an incentive program through which service charges may be adjusted in circumstances where property owners significantly reduce the impacts of stormwater runoff;
- report quarterly (reporting will be done by the Chair and Vice Chair of the Commission) and provide an annual report, signed by all Commission members, to the board of county commissioners on the effectiveness of the ~~stormwater~~ Clean Water Management Program. This report will include:
 - establishing the criteria for evaluating the effectiveness of the program and set forth the criteria in order to make an annual report to the Board;
 - a plan for the upcoming year in addition to evaluating the effectiveness of the program in the preceding year in the annual report;
 - a summary of revenues and expenditures by watershed, zip code, or other easily identifiable geographic means; and
 - a summary of public comments;
- promote clean water/stormwater program coordination among other agencies, groups, and citizens at large.

Section 3. Expectations of the Clean Water Commission. Members of the Clean Water Commission are expected to make considerable commitment in the following areas: regularly attend meetings and workshops; prepare for meetings;

participate in the discussion of issues; advise the Board on issues that are difficult for both their implications and complexity. The Board requires and expects careful analysis by the Clean Water Commission on the issues reviewed by them. The Clean Water Commission should expect controversy in making decisions and make timely decisions. Clean Water Commission members should also understand the distinction between applying policy and recommending policy. Members must uphold the policies of *the Clark County Stormwater Management Plan*, even those policies with which a member may disagree, during the forum of the Clean Water Commission meetings. The opportunity to recommend changes in policy is present at times, but should not be the object of discussion when policies are being applied. Members must be fair and consider all viewpoints. Members must recognize that not all recommendations will be upheld, and expect that some issues may be remanded so that they can be dealt with in a more comprehensive or clear manner.

Section 4. Expectations of the County. The Clean Water Commission should expect the County to commit to providing information in a timely, understandable, and accurate way.. The County should promptly reappoint vacancies on the Clean Water Commission and make appointments that enhance the effectiveness of the Clean Water Commission. The Clean Water Commission should meet with Board at a minimum every three months to discuss issues. Quarterly is preferred and should be scheduled one year in advance. The County should also provide orientation and training materials as necessary.

Section 5. Advisory Role. The advisory role of the Clean Water Commission would involve the entire community, or large segments of it. This may include updates or changes to the *Stormwater Management Plan*. Clean Water Commission members are required to be impartial, objective, free of entangling influences, and must appear to be fair to the average person. The Clean Water Commission members are typically selected because they represent a diversity of opinion within the community. This diversity also is reflected in the judgments made both individually and collectively by the Clean Water Commission.

Section 6. Abstentions and Conflict of Interest. Members are expected to participate in the discussion of issues before the Clean Water Commission. No member of the Clean Water Commission shall vote on a matter in which they have a direct financial interest, or where a close family member has a direct financial interest. If a member has had ex parte contact with anyone regarding a particular case, that member should reveal that contact and allow any person to object to their participation in the case. Members may step down from proceedings in which they have been challenged. Members may also step down

from the proceeding if they believe they can not fairly review any case or that their participation would raise questions of fairness. The appearance of fairness doctrine can not be used to defeat a quorum if members disclose the basis for their disqualification.

Section 7. Election of Officers. The officers of the Clean Water Commission shall consist of a Chair and Vice Chair elected by the appointed members of the Clean Water Commission. The election of officers shall take place once each year during the last meeting in December of each calendar year. The term of office as an officer shall run until the subsequent election. The vacancy of an office caused by the resignation or removal of any officer of the Clean Water Commission during his/her term of office shall be filled for the remaining term of office by the vote of a majority of the Board

Section 8. Selection and Term of Clean Water Commission Members. The Clean Water Commission shall consist of diverse interests and of individuals who have knowledge about the Clean Water Program, National Pollutant Discharge Elimination System (NPDES) permit, and/or water resources protection in general.

The vacancy of an office caused by the resignation or removal of any member of the Clean Water Commission during his/her term of office shall be filled for the remaining term of office by the vote of a majority of the Board. Following expiration of the initial term of each member, each member's term shall be for a three-year duration (the terms of the appointees shall be staggered). All vacancies shall be filled within sixty (60) days to fill any unexpired term. The Board may reappoint members to additional terms. Attachment "A" illustrates the terms of Clean Water Commission members. Attachment "A" will be updated each year.

Members of the Commission serve at the will of the Board and can be removed from the Commission at the Board's Discretion.

Section 9. Chair. The Chair shall preside over the meetings of the Clean Water Commission and may exercise all the powers usually incident to the office retaining, as a member of the Clean Water Commission, the full right to have his/her own vote recorded in all deliberations of the Clean Water Commission. The Chair shall have power to create temporary committees of one or more members. Standing committees of the Clean Water Commission shall be created at the direction of the Clean Water Commission. Standing or temporary committees may be charged with such duties, examinations, investigations, and

inquiries relative to one or more subjects of interest to the Clean Water Commission. No standing or temporary committee shall have the power to commit the Clean Water Commission to the endorsement of any plan or program without the approval of the Clean Water Commission. The Vice Chair shall in the absence of the Chair, perform all the duties incumbent upon the Chair. The Chair and Vice Chair, both being absent, the members present may elect for the meeting a temporary Chair who shall have the full powers of the Chair during the absence of the Chair and Vice Chair.

Section 10. Secretary. The Secretary shall be an employee of Clark County Public Works Department, Environmental Services Division. Environmental Services shall keep a record of all meetings of the Clean Water Commission and its committees when requested to do so, and these records shall remain the property of the Clean Water Commission and be retained at the Clark County Public Works Department, Environmental Services Division's office.

Section 11. Quorum. A majority of the appointed members shall constitute a quorum for the transaction of business.

Section 12. Absence of Members. The Chair shall, at the discretion of the Clean Water Commission, request that the Chair of the Board of County Commissioners ask for the resignation of any member who is absent for three consecutive regular meetings, or is absent for 25 percent of the meetings, without being excused by the Clean Water Commission.

Section 13. Agenda. An agenda shall be prepared for each meeting, consisting of the following order of business: call to order; roll call and introduction of guests; old business; new business and reports; public input and Clean Water Commission action; comments from Clean Water Commission members; and adjournment.

Section 14. Meetings. Meetings will be held at the Clark County Public Works Department Conference Center located at 4700 N.E. 78th Street, Vancouver, Washington, unless otherwise directed by the Chair of the Clean Water Commission. Regular meetings shall be held at least monthly and shall be open to the public. Special meetings shall be at the call of the Chair. When a regular meeting day falls on a legal holiday, the Clean Water Commission will convene at the call of the Chair. If no matters over which the Clean Water Commission has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the Chair. Except as modified by these rules of procedure, Robert's Rules of Order shall govern the conduct of each meeting.

165
166 **Section 15. Amendment.** The Bylaws may be amended at any regular or
167 called meeting of the Clean Water Commission by a majority vote of the entire
168 membership if the proposed amendment is presented in writing at a preceding
169 regular or called meeting of the Clean Water Commission. Final action will not
170 take place until a subsequent meeting of the Clean Water Commission.
171

Attachment "A"

Updated 04/02/03

**Term of Each Clark County Clean
Water Commission Member**

Member	Start Date	End Date
Virginia van Breemen	9/4/2002	2/28/2007
Vacant	2/28/2004	2/28/2007
Susan Rasmussen	2/28/2000	2/28/2007
Judy Schramm	2/28/2002	2/28/2005
Don Steinke	2/28/2000	2/28/2005
Art Stubbs	2/28/2000	2/28/2005
Robbie Agard	2/28/2000	2/28/2006
Anne Jackson	2/28/2003	2/28/2006
Bill Owen	4/2/2003	2/28/2006

H:\Frost\CWC\Admin\CWC By laws\By laws for the clean water commission revised 040904.doc